



DES Safety Sub-Committee Meeting Minutes

Date: February , 23 2015

Location: DWR 215-DES (2nd floor), 3500 Industrial Blvd., West Sacramento, CA

Call In: 916-574-1224 - Conference Line

Time: 9:00am- 10:00am

Invitees: Mike Donlon; Dean Messer; Heidi Rooks; Cindy Garcia; Mike Dempsey; Karen Gehrts; Ryan Keith; Donald Guy; Jason Kindopp; Michael Koller; Tom Kastner; Petra Lee; Steve San Julian; Tim Smith; Allan Wong; Joanna Gonzales; Matt Hicks; Scott Waller; Jason Moore; Jeremy Del Cid, Rose Harrelson, Ryan Pabst, Elaine Jeu, Tom Mark Herold, and Jennifer Russo (?).

Agenda

1. Safety Moment (5-Minutes/Don)
 - *Discussed the need to be prepared prior to leaving the field. In the last field run DES staff equipment due to age quit working while out in the field. Make sure if you are using electrical hand tools, if they fail and you switch to using hand tools, make sure your daily talegate discusses the hazards associated with the use of hand tools.*
2. DWR Steering Committee Update (5-Minutes)
 - Safety Expo
 - Make sure to sign up for classes great way for the cost to get some great training.
 - IIPP comments
 - DWR safety committee is in the process of revising the DWR IIPP. The new format will be used by all the Divisions
 - Safety Leadership
 - Safety leadership 2.5 hour class. Getting great feedback.
 - Resources building First Aid Room
 - In the resources building there are on each floor first aid rooms with cots. Some of the rooms have sinks and toilets. The issue is the room are being use for more than their intended use.
 - Used a break room-Microwaves installed
 - Lactation rooms
 - Sanitation is the main issue of concern.
 - Power Outage in Bonderson
 - Backup generator exhaust entered the building. Design and location is to code. The thought it was a rare occurrence.
 - Incidents and near misses



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- Bryte Laboratory had sewer gasses enter through floor vents. The lab found a vent they did not know of. It was located under a cabinet that has been in the lab for at least twenty years. Vents were sealed off. Mike Salvador was asked to permanently seal off some of the vents.
 - Sub-committee updates.
 - No updates
 - Open discussion
- 3. DES Sub-Safety Committee follow up
 - MOCC and Boat safety (Scott Waller)
 - No updates
 - Signage on the exit doors
 - Caution Sign where places on the stair well doors.
- 4. Safety Awards (Donald Guy)
 - Set up guideline for awards
 - Ask someone to take this on.- no one stepped up to help.
- 5. Status Report (10-Minutes)
 - Open Safety Concerns
 - No issues
 - New Safety Concerns –
 - No issues
- 6. Workplace Near Misses, Accidents, Illness, or Deaths (5-Minutes Donald Guy))
 - What are the updates/discussion topics here? Discussed the lab issue
- 7. Other/Open Items (10-Minutes)
 - No items
- 8. Safety Message
 - Seasonal list of ideas
 - Template for the message
 - Winter
 - Spring
 - Summer
 - Fall
 - Authors
 - December- Cindy Garcia-MWQP
 - January- Erica Rhyne Christensen-ECEB
 - March-Bryte Lab
 - April-Tim Smith will check with his unit
 - May-Michal Koller
 - June- Jason Kindopp



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- July
 - August
 - September
 - October
 - November
 - December
9. DES Safety Website –
- review prior to meeting for comments and suggestions.
 - No suggestions
10. Safety Stand Down- DES/DOE/NCRO- 3500 Industrial Blvd. Safety Day
- All committee members will be ask for input and to volunteer to help put on this event.
 - Jason Moore said he would step up and discuss protection on the aqueduct.
 - Open for discussion
 - Approved by Dean
 - Date –early spring or with O&M Stand Down Day
11. Safety Suggestion Box
- Suggestion box.
 - No suggestion/concerns
 - Email
 - Did receive one suggestion form, Gas leak at Bryte Lab from floor drains.
 - Need help figuring out how to add a submit botton and print botton to the form. Staff should be able to fill it out on line and press submit.
12. Parking lot mud- need suggestion on how to help keep the parking lot and wash rack clean.
- Supply a shovel and 5- gallon bucket, material could be placed in the dumpster

Next Meetings

- ✓ March 30, 2014 at 9:00am- 10:00am the last Monday of the month.
 - Action Items:
 - Don send email out to all safety committee member to requesting assistance in a stand down day.
 - Modify suggestion form with ID box and submit print buttons.